

CAYUGA COMMUNITY COLLEGE

PROVISIONAL JOB POSTING

TITLE:

Health Screening Assistant at Auburn Campus and Fulton Campus

ANTICIPATED:

Part Time, 0-18.75 hours/week. This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

JOB DESCRIPTION:

The incumbent is required to use a no-contact infra-red thermometer to obtain a temperature reading of employees/clients who are reporting for work or for an appointment at the entrance of the facility. This individual will check the temperature reading, document the reading in a log, collect the screening forms, and advise if the person is cleared to enter the facility. The incumbent will be responsible for handling confidential and time-sensitive materials and notify the Department of Health of any issues. The incumbent will need to be comfortable wearing all provided forms of Personal Protective Equipment that is required for the position.

For complete job description please visit:

<https://www.cayugacounty.us/DocumentCenter/View/13522/Health-Screening-Assistant>

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Previous general healthcare or healthcare clerical office experience preferred.

COMPENSATION:

\$16.00-\$18.00/hour.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>